

Professional and Managerial Branch
Cultural Group
Park and Recreation Series

PARK OPERATIONS MANAGER

3/93

Summary

Under general Direction, as division head manage implementation and operation of programs for City park lands and recreations facilities use, construction and maintenance, and for assigned activities through subordinate supervisor.

Typical Duties

Plan, organize, direct, and review current internal and contract projects to design, renovate, repair, install, move, remove, erect, dismantle and otherwise improve and care for athletic fields, playgrounds, right-of-way landscapes, other public grounds, structures and buildings. Involves: evaluating work progress and quality, visiting job sites as necessary; assuring compliance with plans, codes and ordinances; providing for infestation control; optimizing greenhouse and tree nursery production.

Participate in comprehensive parks and recreation system expansion. Involves: long range planning for physical and natural resources in collaboration with Recreation Services management, other City departments, consultants, and construction and landscaping contractors to determine needs and feasibility; supervising or preparing development analyses and construction specifications; recommending land acquisitions or new and changed park operations, and discussing related problems at meetings with City officials and the general public as required.

Prepare and propose annual division budget, and monitor and authorize expenses. Involves: estimating material and labor costs; approving materials and supplies purchases; recommending equipment specifications; negotiating and administering contracts.

Direct and evaluate operation of computerized irrigation and water conservation, energy efficiency and other divisional data processing programs. Involves: requesting modification and enhancement of software.

Select, assign, supervise, review and evaluate the work of division exempt and nonexempt supervisory and nonsupervisory park maintenance, recreation and administrative personnel. Involves: interviewing, placing, counseling, effectively recommending merit increases, discipline and termination; implementing and overseeing training programs to develop subordinates; enforcing personnel rules and regulations including those pertaining to standards of conduct, work attendance and safe work practices; ensuring availability of equipment in good working order; developing methods to improve efficiency.

Plan and coordinate sports activities conducted on outdoor athletic fields or other designated recreational programs. Involves: field preparation; league administration.

Substitute for department and other division heads during absences if delegated to maintain continuity of services and operations; and perform miscellaneous related professional and managerial duties as required.

Minimum Qualifications

Training and Experience: Graduation from accredited college or university with Bachelor's degree in Park or Turf Management, Horticulture, Agronomy or closely related field plus six years professional land use and facilities planning, design and management experience, including at least three years supervising buildings or grounds maintenance; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: grounds, equipment and buildings development and maintenance management methods and practices, associated materials and supplies, and applicable building codes. Considerable knowledge of: agronomy and horticulture; supervisory and administrative practices and procedures; recreation services practices.

Ability to: impartially and objectively exercise authority as a division head to supervise subordinate employees, and recommend award or rejection of contracts; establish and maintain cooperative working relationships with other

departments, officials, vendors and the general public; devise, implement and generally apply complex land and facilities management practices and principles; identify, diagnose and solve complex operational problems involving abstract considerations and nonstandard or changing situations affecting physical and natural resources; communicate in depth technical explanations orally and in writing which includes preparing and presenting thorough, clear and concise reports; organize and administer records maintenance and related office services; oversee sports or similar activities.

Director of Personnel

Department Head

OFFICIAL